

## **Title I School-Level Parental Involvement Policy**

Hughbanks Elementary School has developed a written Title I parental involvement policy with input from Title I parents. Through SSC and ELAC the parent involvement policy was jointly developed. The policy was placed on the agenda, and the agenda was then posted at least 72 hours in advance. After the joint development of the parent involvement policy, it was distributed to parents of all students in their welcome folders as a separate piece, and included in the 2023-2024 Parent/Student Handbook. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Hughbanks Elementary School, the following practices have been established:

- a) The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
  - Hughbanks will hold an annual Title I meeting in late August to inform parents of the site's and their child's participation in education, explain programs offered, purpose, requirements, and parents' rights to be involved.
- b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
  - Hughbanks will hold a flexible number of meetings for parents of participating students at varying times including in the morning, after school, and in the evening. The school will provide child care with Title I funding as long as these services relate to parental involvement.
- c) The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.
  - Hughbanks will collaborate with parents to jointly develop the School's Title I Parent Involvement Policy, the Family-School Compact, and the Single Plan for Student Achievement during School Site Council (SSC) Meetings and English Language Advisory Committee (ELAC) Meetings.
  - Hughbanks will solicit parent opinions of school-wide programs and services through an annual parent survey which will be distributed to all parents of Title I students. The school will share the results of this survey at SSC and ELAC meetings to determine needs related to the Single Plan for Student Achievement, School Parent Involvement Policy, Family-School Compact, and parent notices.
- d) The school provides parents of Title I students with timely information about Title I programs.
  - Hughbanks will provide updated information about Title I programs including tutoring, parent trainings, parent meetings, and school events through flyers, Hughbanks' website, Remind messages, Parent Square and personal phone calls.
  - All communication will be translated in English and Spanish.
- e) The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
  - Hughbanks will provide all parents including those of Title I students with opportunities to obtain a description and explanation of the state curriculum, standards, and assessments used at the site along with expected proficiency levels. This information will be disseminated at Back to School Night, annual Title I parent meeting, SSC and ELAC meetings, and parent/teacher conferences.
- f) If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
  - Hughbanks will meet regularly to educate parents regarding programs and to plan, review, and provide suggestions to improve programs and related parent involvement.

## **School-Parent Compact**

Hughbanks Elementary School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- a) The school's responsibility to provide high-quality curriculum and instruction
- b) The ways parents will be responsible for supporting their children's learning
- c) The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities
  - Hughbanks will jointly develop and/or review with parents of Title I students and our school community members a School-Family Compact during SSC and ELAC meetings.
  - Hughbanks will distribute the School-Family Compact to all parents of Title I students of participating children at the beginning of each school year in the student welcome packet and in the Student Handbook.

## **Building Capacity for Involvement**

Hughbanks Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- a) The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Teachers hold annual parent-teacher conferences for Title I students to discuss academic content standards, assessments, and how to help their child at home.
  - Family Nights or Workshops will be conducted throughout the year on topics which may include preparing students for the CAASPP, understanding the ELPAC, preparing for grade level transitions, and assisting students with Language Arts and Math content.
  - Parent volunteers will be solicited at Back-to-School night and throughout the year and called upon to assist the school in conducting school events and assisting teachers in the classroom. All volunteers will complete a volunteer application and be approved by the District prior to working in the classroom.
- b) The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
- c) Family Nights or Workshops will be conducted throughout the year on topics which may include preparing students for the CAASPP, understanding the ELPAC, preparing for grade level transitions, and assisting students with Language Arts and Math content.
  - Parents will be encouraged to attend district conferences and meetings offered to parents of participating children with topics that include raising student achievement and school improvement efforts, including courses offered by the Parent University.
- d) With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.
  - Coordinating trainings for school personnel on topics that include working with ELL students, communicating with parents through classroom technology, and student engagement.
- e) The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, to encourage and support parents in more fully participating in the education of their children.

- Coordinate parent involvement activities offered through a variety of state, federal, and community programs, and encourage participation of community organizations and business through flyers, Remind App, Parent Square messages, and student invitations.
- f) The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
  - Flyers, letters, and Parent Link messages will be used to communicate with parents and will be translated into Spanish whenever possible.
- g) The school provides support for parental involvement activities requested by Title I parents.
  - The school provides regular opportunities for parents to meet with administration to voice concerns or to have questions answered that will assist all stakeholders to work together for each child's academic achievement.

### **Accessibility**

Hughbanks Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students.

- Information and school reports are provided in a format and language that parents understand.
- Establish a school-wide parent volunteer program to open opportunities for parents to assist teachers and staff in organizing school events and preparing for classroom activities.



## Hughbanks Elementary School Student/ Teacher/Parent Compact

The various programs at our school are designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each part of the learning process.

### **AS A STUDENT, I WILL BE RESPONSIBLE FOR:**

1. Believing that I can learn and achieve my goals.
2. Coming to class on time with a positive attitude and being prepared to work.
3. Respecting the rights of others to learn without distraction and disruption.
4. Showing respect for people and property while in school.
5. Completing all assignments to the best of my ability.
6. Giving my parents/guardians all school notices that are sent home daily.
7. Spending time at home daily studying or reading.
8. Getting a minimum of eight hours of sleep each night.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **AS A PARENT, I WILL BE RESPONSIBLE FOR:**

1. Seeing that my child attends school regularly, on time, and ready to learn.
2. Reading and reviewing all notices sent from the school/district and sign and return notices before deadlines.
3. Encouraging my child to do their best at home and at school.
4. Making sure that my child completes their homework daily.
5. Communicating with my child's teacher on a continuous basis and attending conferences with the teacher.
6. Ensuring that my child gets a minimum of eight hours of sleep each night.
7. Being flexible, receptive, and responsive to school communications

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **AS A TEACHER, I WILL BE RESPONSIBLE FOR:**

1. Helping each student grow to his/her highest personal level of achievement.
2. Providing an inclusive environment of a caring culture conducive to learning.
3. Coming to class prepared to teach.
4. Model expectations and endeavor to motivate my students to learn.
5. Providing high-quality curriculum and instruction.
6. Communicating regularly with families concerning their child's academic or behavioral progress at school.
7. Provide assistance to families on what they can do to support their child's learning.
8. Participate in shared decision making with other school staff and families for the benefit of all students.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_